

Make every inch of space count with this

30 DRAWER UTILITY CABINET



Provides maximum storage in a minimum of space. Perfect for office forms, stationery, photos, catalogs, tools, parts, and supplies of every description.

Each drawer features a built-in safety stop to prevent drawers from pulling out. Electrically welded, heavy gauge steel with an attractive baked enamel finish in either gray or tan.

- No. 3012. Letter size. $36\frac{1}{2}$ " x 30" x 12". Drawer size: $9\frac{1}{2}$ " x 12" x $2\frac{3}{4}$ ".
- No. 3015. Legal size: $36\frac{1}{2}$ " x 30" x $15\frac{1}{2}$ ". Drawer size: $9\frac{1}{2}$ " x $15\frac{1}{2}$ " x $2\frac{3}{4}$ ".

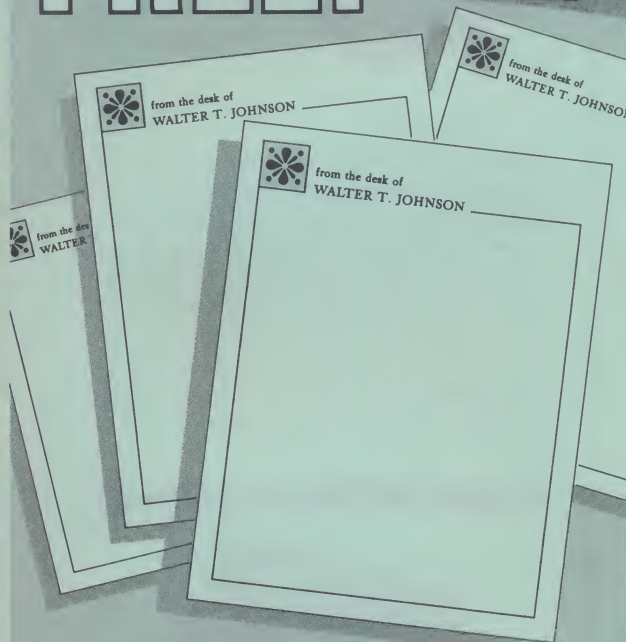
Cat. No.	Description	Ship. Wt.	Price
No. 3012	Letter size	110 lbs.	\$39.95
No. 3015	Legal size	125 lbs.	\$47.50

All prices f.o.b. New York. Allow 3-4 weeks for delivery.

Another value-leader from...

THE BILL-A-PAK COMPANY
Minneapolis, Minn. 55408

A generous supply of your own personalized memo pads **FREE!**



Yes, you can have 400 personalized memos, in handy pads of 100, **ABSOLUTELY FREE** with any order from this catalog totaling \$10.00 or more.

Printed on 20# bond paper, each sheet is a generous 4" x 5 $\frac{1}{4}$ " and attractively printed with your name as shown in the illustration above.

You'd expect \$3.95 or more at your local printer or stationer for these pads...if you could get them at all!

IMPORTANT: You must use the order blank from this catalog or attach it to your purchase order to get your **FREE** memo pads. Be sure to print your name clearly.

OFFER EXPIRES JANUARY 1, 1969.

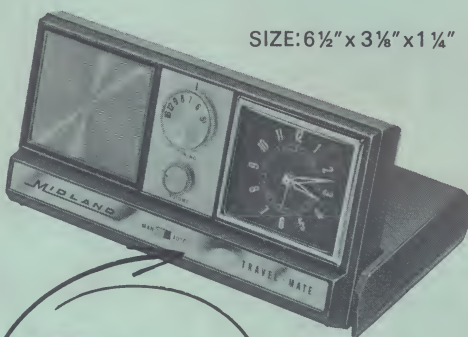
(Sorry — only one free deal per customer)

1A

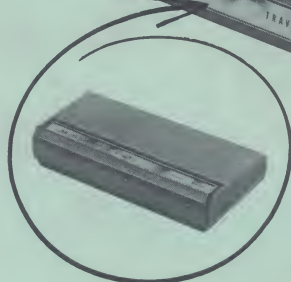
The Ideal traveling companion!

TRAVEL-MATE

TRAVEL CLOCK RADIO



SIZE: 6½" x 3½" x 1¼"



Model 11-655
TRAVEL-MATE
\$19.95

Wake up to music . . . anywhere! Here's the perfect bedside or desk-side accessory for the traveler. It's a fold-away alarm clock radio that does everything except take up space. Features a sensitive, great-sounding 6-transistor AM radio and a 24-hour (spring-wound) alarm clock. Beautifully styled in brown leather-grained plastic. Complete with 9-volt battery and earphone.



Princess Solid State MINIATURE DESK RADIO

Only 3 inches high . . . yet sounds like a full-size table radio. Secret storage compartment under hinged lid has plenty of room for pencils, pens, paper clips, etc. Radio has six powerful transistors with 2½" dynamic speaker. AC jack. 9-volt battery included.

Size: 7" x 3" x 2¾".

Model 11-470

PRINCESS Desk Radio. . . . \$12.75

If you need custom made BUSINESS FORMS

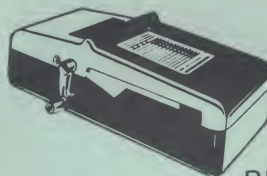
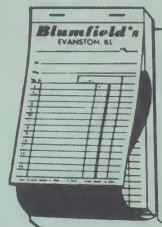
SNAP-OUTS



CONTINUOUS
FORMS



SALESBOOKS



REGISTER AND
REGISTER FORMS

GUEST CHECKS



MANIFOLD BOOKS



TAGS



Remember, BILL-A-PAK offers the most complete source of custom-printed forms anywhere! Write for quotation on any forms now being used or any new forms being considered. Tell us how many you need . . . and we'll send a firm quotation.

FALL/WINTER EDITION

1968 CATALOG

of UNIQUE OFFICE AIDS and ACCESSORIES



WHO called WHEN about WHAT? You always know with self-duplicating

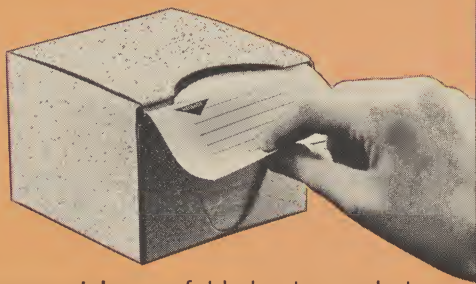
PHONE MESSAGES

Here's a quick fool-proof method of handling phone messages promptly... efficiently. Each is recorded in duplicate, **automatically**, and without messy carbon paper.

The original goes to the person called; the duplicate copy remains in the book as a permanent record.

A regular day-end review of duplicates makes it impossible to "lose" a call. Names and phone numbers of callers are available weeks or even months later!

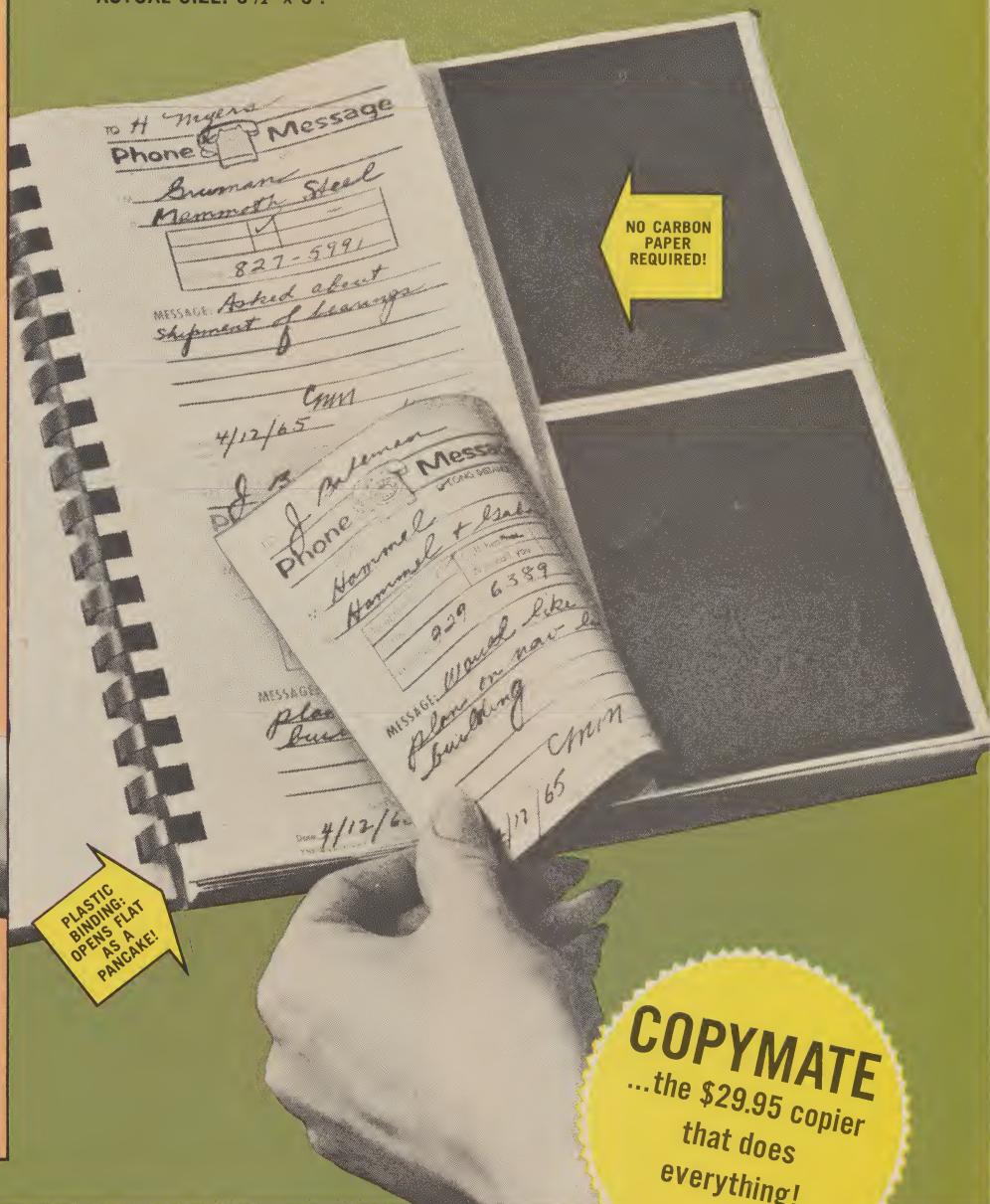
- | | |
|-------------------------------------|--------|
| 3 books (1,000 calls in duplicate) | \$6.75 |
| 6 books (2,000 calls in duplicate) | 11.50 |
| 12 books (4,000 calls in duplicate) | 19.85 |



Dispenser style: pre-folded sets, ready to use, in a sturdy re-usable box (perfect for duplicate copies). Packed 500 messages to a box.

- | | |
|------------------------------------|--------|
| 2 boxes (1,000 calls in duplicate) | \$6.75 |
| 4 boxes (2,000 calls in duplicate) | 11.50 |
| 8 boxes (4,000 calls in duplicate) | 19.85 |

ACTUAL SIZE: 8½" x 8".



COPYMATE

...the \$29.95 copier
that does
everything!

(See page 14)

Serving the nation, coast-to-coast, with labor and time-saving office necessities

THE BILL-A-PAK COMPANY • 2908 EMERSON AVE. SOUTH • MINNEAPOLIS, MINNESOTA 55408

SO SIMPLE you can easily handle much of your own correspondence.

Available with or without imprinted heading. Overall size 8½" x 7⅞".

BILL-A-PAK
3-PART LETTER
THE BILL-A-PAK CO., MPLS., MINN. 55408

SENDER
• WRITE IN SPACE MARKED "MESSAGE"
• REMOVE YELLOW COPY FOR YOUR FILE
• MAIL OTHER COPIES TO ADDRESSEE WITH CARBONS INTACT

RECEIVER (ADDRESSEE)
• WRITE YOUR REPLY IN SPACE MARKED "REPLY"
• KEEP PINK COPY FOR YOUR FILE
• MAIL WHITE COPY TO SENDER

YOUR COMPANY NAME
YOUR ADDRESS • CITY • STATE • ZIP CODE • TELEPHONE NUMBER

MESSAGE

TO _____
SUBJ _____
DATE _____
FOLD _____

REPLY

DATE: _____
FOLD _____
BY _____

ADDRESSEE: WRITE REPLY, RETURN THIS COPY

3-PART LETTERS

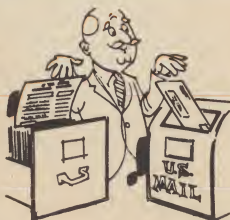
	WITH IMPRINTED HEADING	WITHOUT HEADING
500 SETS	\$14.75	\$11.00
1,000 SETS	26.50	19.85
2,000 SETS	47.00	34.50



See page 12 for No. 10 window envelopes to fit these 3-way letters.



1 Write or type message on first page. You automatically get two additional copies. No messy carbons or second sheets to handle.



2 Snap out the middle copy for your follow-up file. Mail the white and pink copies intact.



3 Addressee fills out reply side of message and mails white copy to you, keeping pink copy for his files. Takes only minutes so you get fast action.



4 You receive completed white copy with both message and reply. A complete "round trip" from just one inexpensive form with file copies for all concerned.

DID YOU KNOW? The Dartnell Corporation finds that the average business letter costs \$2.44 and is going higher. Executive and secretarial costs account for 63% of this figure...but today's busy executive can cut down on dictating, transcribing and filing with Bill-A-Pak 3-Part Letters. With such handy letter forms, secretaries send out 50% more correspondence—and when the secretary is out, "the boss" finds it is so simple to handle his own last-minute mail.

The modern, business-like way to handle your billing

3-PART INVOICES

Handy, snap-apart forms, attractively imprinted with your heading and numbered for easy look-up and record keeping. Carefully designed to utilize tab stops on your typewriter for ease in preparation. Also suitable for ballpoint pen and pencil. Fits #10 window envelope with one fold thru center. Saves addressing!

Same prices
for both INVOICES and
PURCHASE ORDERS

INVOICES
OR
PURCHASE
ORDERS

Paper color sequence: white, yellow, pink.
Size of form: $8\frac{1}{2}'' \times 7\frac{3}{4}''$ (7" with stub detached).
Two-hole punched on copies 2 and 3 ($2\frac{3}{4}''$ on center near bottom of form). Imprinting in our standard type faces as shown in illustrations.
4-part and 5-part forms also available. Write for prices.

with printed
heading and
pre-numbered*

without
printed
heading
and un-
numbered

500 sets	\$15.75	\$10.90
1,000 sets	27.50	17.25
2,000 sets	49.00	29.85

(Prices for larger quantities available upon request)

*Please specify starting number, otherwise we start with #1,000

Tighten up your ordering procedures with

3-PART PURCHASE ORDERS

Systematic follow-up is easy with these attractive, efficient forms. Same features that are embodied in the invoices shown above. Order a supply today!

See page 12 for #10 window envelopes
to fit either form.

No messy carbon paper to handle!

No chemically-treated papers that require buffers between every set!

SERVICE CALL RECORDLOG



Self-duplicating. Provides a permanent duplicate in book form of every incoming service call. Follow-up is instantaneous. By checking duplicates, you know who took the call, when, what instructions issued, and to whom given. Valuable, too, as an aid in checking billings and cash received.

Thanks to the unique CA-RE-BO principle, your duplicates file in half the space conventional books take.

Over-all size of book: 10 $\frac{3}{4}$ " x 8 $\frac{1}{2}$ "

Size of message form: 5" x 4 $\frac{1}{4}$ "

3 books.....\$ 8.75
(1,000 service calls in dup.)

6 books.....16.00
(2,000 service calls in dup.)

12 books.....29.50
(4,000 service calls in dup.)

Useful in 1001 ways!

SELF-DUPLICATING BLANK BOOK

Its uses are limited only by your imagination! This handy plastic-bound book is just like the book shown on the front cover—but has no printing on either the original or duplicate.

Size: 8 $\frac{1}{2}$ " x 8"; 167 sheets per book; perforated thru center.

3 books.....\$ 5.95
6 books.....10.50
12 books.....18.25

Also available in dispenser boxes. Pre-folded sets, ready to use, or can be imprinted by your local printer, if you desire. Packed 500 sets to dispenser box. Folded form size: 3 $\frac{5}{8}$ " x 4 $\frac{1}{4}$ ".

2 boxes.....\$ 5.95
4 boxes.....10.50
8 boxes.....18.25



Build profitable repeat business with IDENTI-LABELS

In handi-paks of 50



Whatever you service, rent or sell, here's the perfect way to keep your name up front. It's resultful advertising that's penny-cheap and almost guarantees repeat sales.

Give each of your men a pad. Fits conveniently into pocket or tool box. Best of all, they're pressure-sensitive... stick securely to almost anything without moistening, yet easily removable, too.

Attractively printed in three colors as illustrated. Your imprint in black.

AFFIX TO: Washing Machines—Dryers—TV's—

Industrial Equipment—Radios—

Order a supply today and start taking advantage of the greatest "point-of-sale" advertising you can buy. For pennies.

10 pads \$9.95
(500 labels)

20 pads \$16.50
(1,000 labels)

100 pads \$53.00
(5,000 labels)

(Maximum number of lines for imprint: 4.)

Typewriters & Office Equipment—Freezers—

Refrigerators—Clean Out Drains—

*If you need a special form in duplicate
tailor-made to your specifications*



YOU Design It— WE'LL PRINT IT!

Shown at left are the four standard sizes we can produce for you, using the CA-RE-BO self-duplicating principle. Design the form yourself: if it requires a duplicate copy, and can be used in minimum quantities of 5,000 sets, we can print to your specifications.

Choose one of the sizes shown; give us an accurate pencil copy to scale, and we'll furnish a firm quotation.

You can have either padded forms (see page 9) or plastic-bound books (see front page).

Be sure to tell us whether numbering is required, whether padded or book form is preferred, and what quantities are needed.

Address your inquiry to:

Special Applications Division
THE BILL-A-PAK COMPANY
2908 Emerson Ave. S.
Minneapolis, Minn. 55408



8 1/4" x 4 11/16"

2 3/4" x 4 3/4"

3 5/8" x 4 1/4"

4 7/8" x 4 1/4"

Type your entire month's statements
in *HALF THE TIME* with...

CONTINUOUS STATEMENTS

(single copy only...no duplicates)

Whether you send out 50 statements a month or 500, BILL-A-PAK eliminates the waste motions that go with individual sheets. Your bookkeeper positions the first statement in her typewriter and types the entire month's billings continuously! Perfect alignment is automatic.



YOUR CHOICE OF 3 DIFFERENT FORMATS...imprinted with your heading top and bottom, and perforated through the center for easy folding and insertion into #6³/₄ window envelopes (see page 12).

2,000\$19.75
5,000\$44.50
10,000\$83.00

Minimum order: 2,000
Size of statement: 6" x 7"
Paper: Finest water-marked white bond.
Ink: Black only. (Sorry, no cuts or illustrations).

STATEMENT				
THE JOHN T. STEVENSON COMPANY 1017 WEST THIRD STREET NORTH PLATTE, NEBRASKA 69107 Telephone: 567-0829				
<div style="display: flex; justify-content: space-between;"> Send no further bill with your statement. DATE: _____ </div>				
DATE	DESCRIPTION	CHARGE	CREDIT	BALANCE
<div style="display: flex; justify-content: space-between;"> THE JOHN T. STEVENSON CO. 1017 W. 3RD ST. - NORTH PLATTE, NEBR. The Bill-A-Pak Company 2908 S. Emerson Ave. Minneapolis, Minn. 55408 </div>				

STYLE A

STATEMENT				
THE JOHN T. STEVENSON COMPANY 1017 WEST THIRD STREET NORTH PLATTE, NEBRASKA 69107 Telephone: 567-0829				
<div style="display: flex; justify-content: space-between;"> Send no further bill with your statement. DATE: _____ </div>				
DATE	DESCRIPTION	CHARGE	CREDIT	BALANCE
<div style="display: flex; justify-content: space-between;"> THE JOHN T. STEVENSON CO. 1017 W. 3RD ST. - NORTH PLATTE, NEBRASKA The Bill-A-Pak Company 2908 S. Emerson Ave. Minneapolis, Minn. 55408 </div>				

STYLE B

STATEMENT				
THE JOHN T. STEVENSON COMPANY 1017 WEST THIRD STREET NORTH PLATTE, NEBRASKA 69107 Telephone: 567-0829				
<div style="display: flex; justify-content: space-between;"> Send no further bill with your statement. DATE: _____ </div>				
DATE	DESCRIPTION	CHARGE	CREDIT	BALANCE
<div style="display: flex; justify-content: space-between;"> THE JOHN T. STEVENSON CO. 1017 W. 3RD ST. - NORTH PLATTE, NEBRASKA The Bill-A-Pak Company 2908 S. Emerson Ave. Minneapolis, Minn. 55408 </div>				

STYLE C

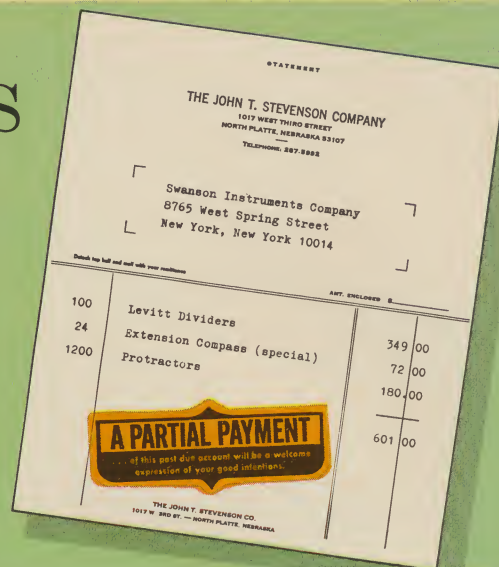
When ordering, be sure to designate which style you prefer.

COLLECTION STICKERS

No need to change your present billing procedures or relinquish a portion of your outstanding past-due balances to a collection agency.

Now you can get immediate and measurable results when you use these scientifically designed-and-tested collection stickers. Not only do they bring back the dollars...they keep the friendship and goodwill of your customers. Firm, but in good taste.

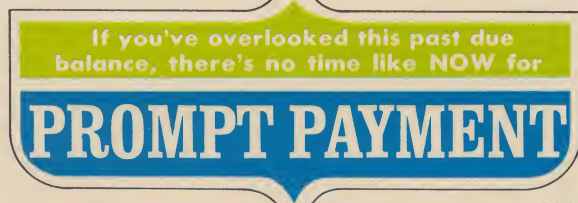
Peel them off, stick them on! They're pressure-sensitive, no moistening required.



#100



#600



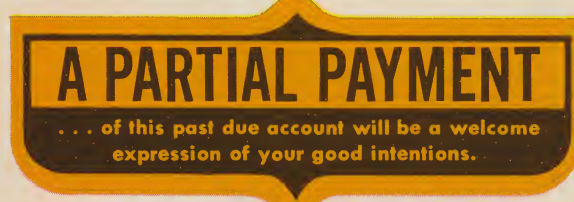
#200



#700



#300



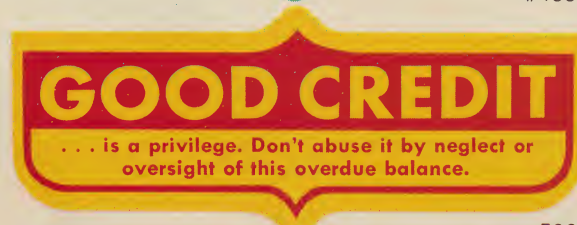
#800



#400



#900



#500

Special Free Offer: Write for sample kit showing the complete assortment. It's FREE!

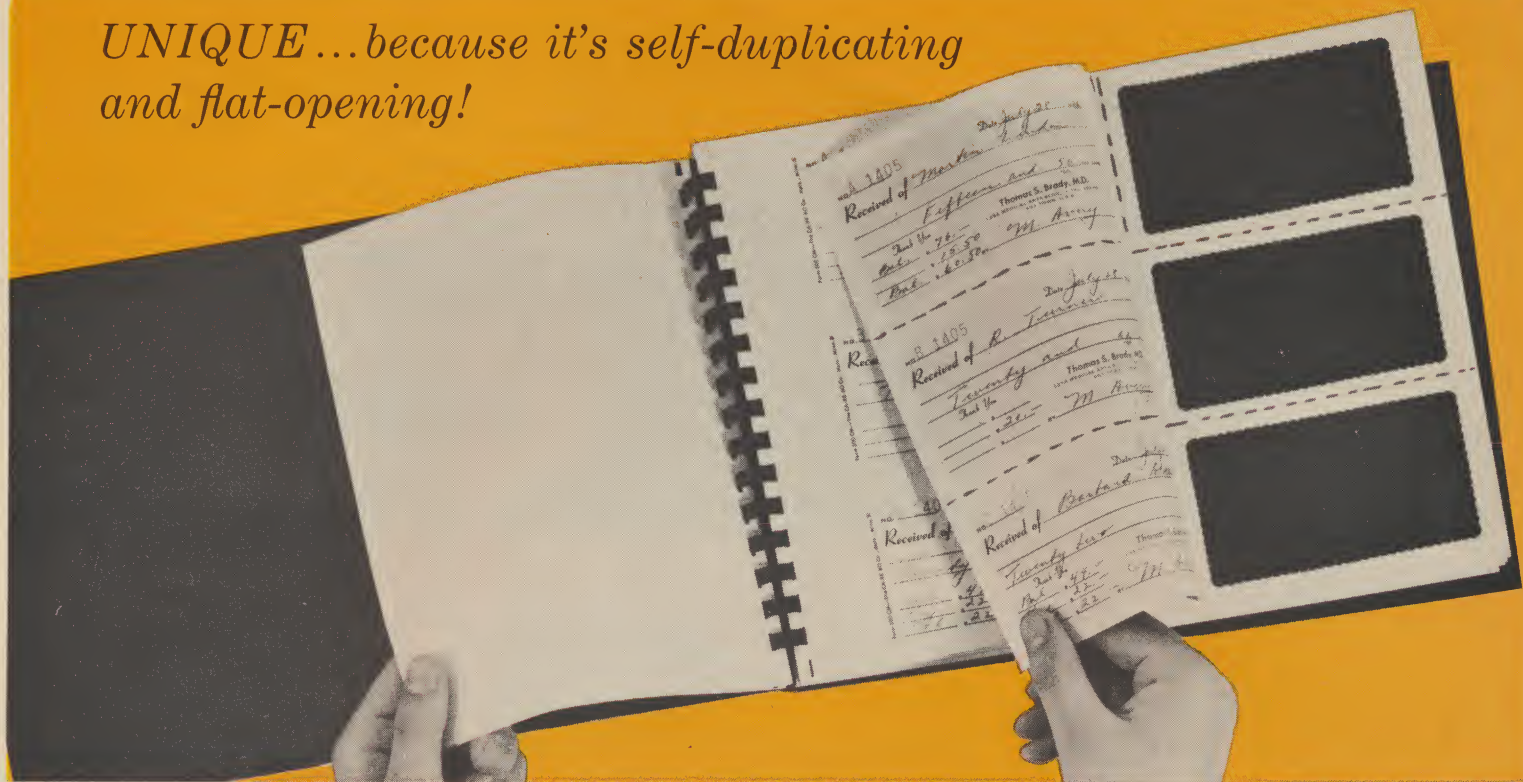
COMBINATION INTRODUCTORY OFFER
 1,000 assorted Collection Stickers
 (125 each of 8 designs) **\$10.95**

INDIVIDUAL PACKETS OF YOUR CHOICE
 Order by number in multiples
 of 200 for any one style.

1,000	\$10.95	2,000	\$17.50
5,000	\$40.50		

(Minimum order: 1,000)

*UNIQUE...because it's self-duplicating
and flat-opening!*



RECEIPT BOOKS

(3-on-a-page style)

Keeps hands clean, completely self-duplicating. Special non-smearing carbonized original produces the duplicate. Just fold, write and snap out.

Finger-tip location of next receipt. The next blank receipt is always the top one. No need to hunt through half a book full of duplicates for next usable receipt.

Easy to file...in half the space. When your CA-RE-BO receipt book is used up (and the originals

gone), you have only a half-size book left to file for your permanent records.

Name, address and phone number attractively printed on each receipt. Also available without imprint.

	WITH YOUR IMPRINT Un-Numbered	Numbered*	NO IMPRINT Un-Numbered Only
2 BOOKS (1000 receipts in duplicate)	\$ 9.25	\$10.75	\$ 6.75
4 BOOKS (2000 receipts in duplicate)	16.50	19.50	12.50
8 BOOKS (4000 receipts in duplicate)	29.95	35.75	22.90

Minimum order: 2 books

Size of books: 10 3/4" x 8 1/4"

RECEIPT BOOKS

(one receipt to page style)



One-third the size of the book above and side-stitched rather than plastic-bound. Small enough to carry in briefcase or tool box.

	WITH YOUR IMPRINT Un-Numbered	Numbered*	NO IMPRINT Un-Numbered Only
6 BOOKS (1000 receipts in duplicate)	\$ 9.25	\$10.75	\$ 6.75
12 BOOKS (2000 receipts in duplicate)	16.50	19.50	12.50
24 BOOKS (4000 receipts in duplicate)	29.95	35.75	22.90

Minimum order: 6 books

Size of book: 10 3/4" x 2 3/4"

*We reserve the right to assign starting numbers on initial order. Subsequent orders will follow proper sequence.

You must be pleased...or your money back!

Address up to 5 labels at a time with carbonized SHIPPING LABELS

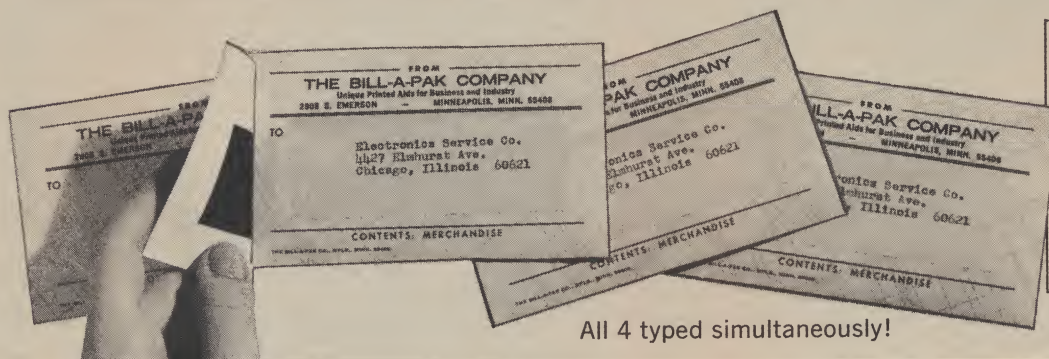
One carton or five...just detach as many labels from the pad as you need and type them all at once. Here's a distinctive 2-color label with a carbon-spot on the back to give you duplicates.

Size of label: 3" x 5". (Gummed Back)

Background color: light blue or peach (please specify).

Imprint copy: black only.

Imprint: Up to 3 lines of your choice at top, one at bottom.



20 pads. . . . \$14.95
(2,000 labels)

50 pads. . . . \$27.50
(5,000 labels)

100 pads . . . \$49.75
(10,000 labels)

All 4 typed simultaneously!

Don't say it! Write it...IN DUPLICATE! INTER-OFFICE MEMOS

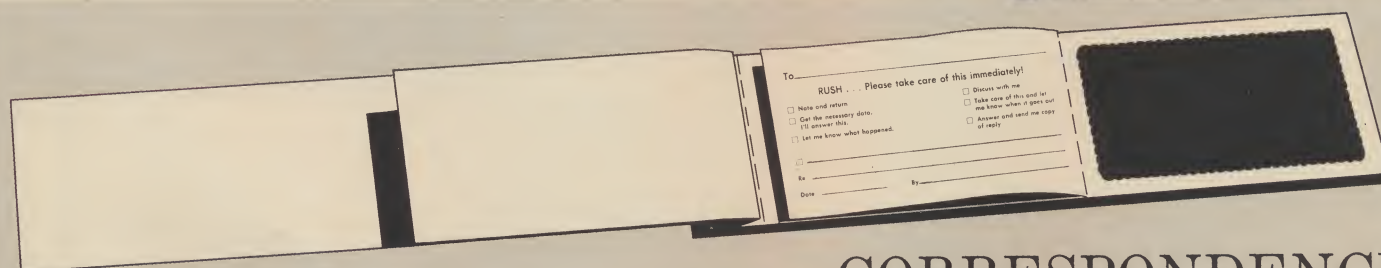
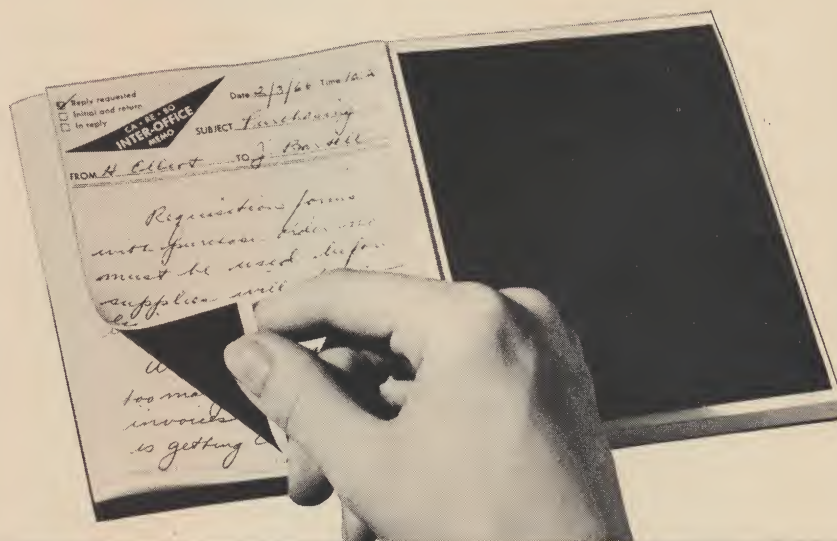
Good followup was never more important than it is today. And these handy memo pads provide written instructions plus effective followup by means of the duplicate.

Original printed in black, duplicate in red. Actual size of pad: 8½" wide by 5½" high.

10 pads \$7.95
(1,000 memos in duplicate)

20 pads. . . . \$14.80
(2,000 memos in duplicate)

50 pads. . . . \$33.00
(5,000 memos in duplicate)



CORRESPONDENCE EXPEDITERS

Pre-printed instructions require only a checkmark to speed correspondence to the right person or department. Attach original expeditor to letter, duplicate remains in the book as a followup. Tells you at a glance where the correspondence went, when, and what action you requested.

10 books. . . . \$8.35
(1,000 in duplicate)

20 books . . \$15.50
(2,000 in duplicate)

50 books . . \$35.00
(5,000 in duplicate)



AKRO-MILS



Here's Your Answer to Efficient Small Item Storage

PARTS STORAGE CABINETS

FIND
THINGS
FAST**36 DRAWER CABINET**
COMPACT DRAWERS

17-7/8" w. x 6" d. x 11-1/8" h.

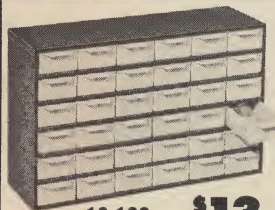
Complete with 36 drawers size 2-3/4" w. x 5-7/8" d. x 1-3/8" h., each drawer capacity 23 cubic inches. Complete with 3 full-width and 1 lengthwise dividers with each 4 drawers, plus index labels. Shipping wt. 13 lbs.

Model 17-136 with transparent drawers

Model 18-136 Heavy Duty gray drawers

HEAVY DUTY DRAWERS

TRANSPARENT DRAWERS



18-136

\$13.49 each

17-136

24 DRAWER CABINET
DEEP-COMPACT DRAWERS

17-7/8" w. x 6" d. x 9-7/8" h.

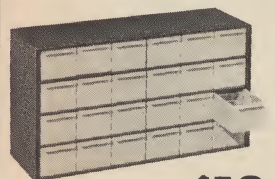
Complete with 24 drawers size 2-3/4" w. x 5-3/4" d. x 2" h., each drawer capacity 31 cubic inches. Complete with one full-width divider per drawer plus index labels. Shipping wt. 11 lbs.

Model 17-024 with transparent drawers

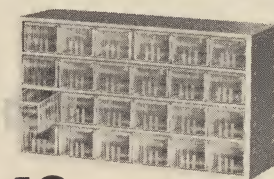
Model 18-024 Heavy Duty gray drawers

HEAVY DUTY DRAWERS

TRANSPARENT DRAWERS



18-024

\$13.49 each

17-024

20 DRAWER CABINET
LONG DRAWERS

17-7/8" w. x 11" d. x 11" h.

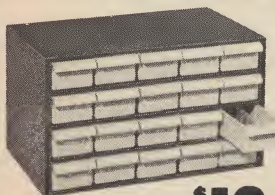
Complete with 20 drawers size 3-1/8" w. x 11" d. x 2-1/8" h., each drawer capacity 66 cubic inches. Complete with 1 full-width divider per drawer, and 1 lengthwise and 6 half-width dividers per cabinet, plus index labels. Shipping wt. 18 lbs.

Model 17-320 with transparent drawers

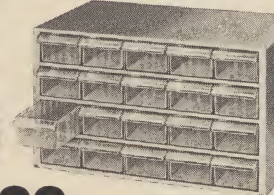
Model 18-320 Heavy Duty gray drawers

HEAVY DUTY DRAWERS

TRANSPARENT DRAWERS



18-320

\$19.99 each

17-320

16 DRAWER CABINET
LONG-WIDE DRAWERS

17-7/8" w. x 11" d. x 11" h.

Complete with 16 drawers size 4" w. x 11" d. x 2-1/8" h., each drawer capacity 88 cubic inches. Complete with 1 full-width divider per drawer, and 6 half-width and 1 lengthwise dividers per cabinet, plus index labels. Shipping wt. 18 lbs.

Model 17-416 with transparent drawers

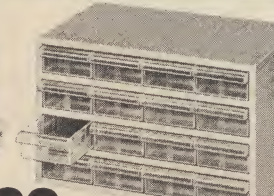
Model 18-416 Heavy Duty gray drawers

HEAVY DUTY DRAWERS

TRANSPARENT DRAWERS



18-416

\$19.99 each

17-416

15 DRAWER CABINET
LONG-DEEP DRAWERS

17-7/8" w. x 11" d. x 11" h.

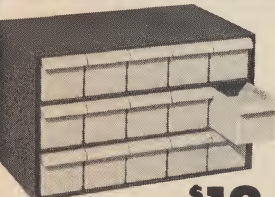
Complete with 15 drawers size 3-1/8" w. x 11" d. x 3-1/32" h., each drawer capacity 104 cubic inches. Complete with 1 full-width divider per drawer, and 1 lengthwise and 6 half-width dividers per cabinet, plus index labels. Shipping wt. 18 lbs.

Model 17-715 with transparent drawers

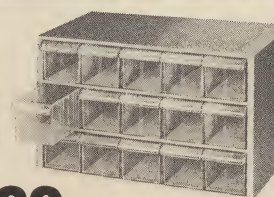
Model 18-715 Heavy Duty gray drawers

HEAVY DUTY DRAWERS

TRANSPARENT DRAWERS



18-715

\$19.99 each

17-715

9 DRAWER CABINET
JUMBO DRAWERS

17-7/8" w. x 11" d. x 11" h.

Complete with 9 drawers size 5-1/4" w. x 11" d. x 3-1/32" h., each drawer capacity 175 cubic inches. Complete with 1 full-width divider per drawer, and one lengthwise and 6 half-width dividers per cabinet plus index labels. Shipping wt. 18 lbs.

Model 17-909 with transparent drawers

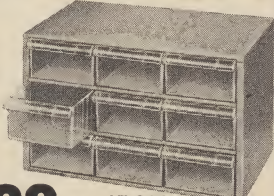
Model 18-909 Heavy Duty gray drawers

HEAVY DUTY DRAWERS

TRANSPARENT DRAWERS



18-909

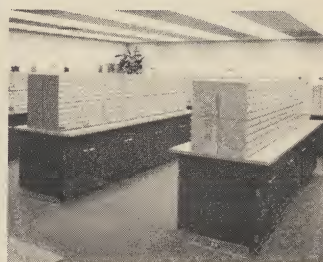
\$19.99 each

17-909

**Systemized
Expandable**

Add and stack securely
no bolting or
shelving required

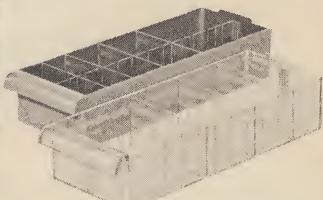
Start with one, or combine
models to create a miniature
warehouse.

**CABINET FEATURES:**

One over-all width of 17 7/8 inch
rigidly welded steel frame for
6 models with varied drawers.
Baked on enamel finish.

Expandable — cabinets can
be stacked, hung on walls
or placed on shelving
or any flat surface.

QUALITY BUILT TO LAST

**DRAWERS HAVE ALL
THESE FEATURES:****Two Types of Drawers
Heavy Duty or Transparent
Six Sizes of Each Type**

Rust and corrosion proof

Open and close smoothly . . .

Safety feature: no cuts or
scratches from sharp metal

Non-toxic; nonconductive

60% lighter than steel, yet

drawers cannot twist or

spring out of shape;

non-bend and non-warp

LOCK-TIGHT DIVIDERS

dovetailed to prevent drawers
from spreading . . . move easily
to new positions if desired.

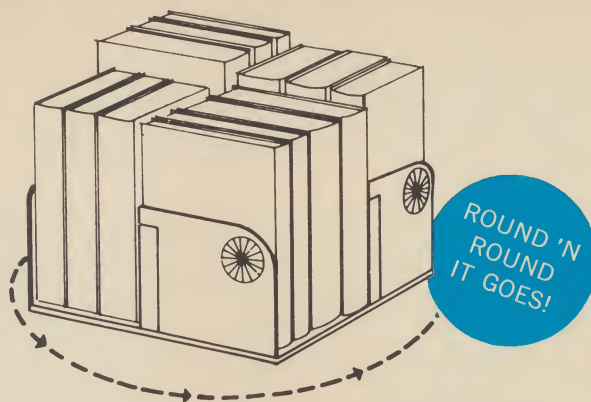
ADJUSTABLE COMPARTMENT SIZES

NO SPREAD SIDES

NO CREEPAGE OF PARTS

Say Goodbye to Clutter!

Put directories, sales manuals, important records at your fingertips. Save valuable desk space.



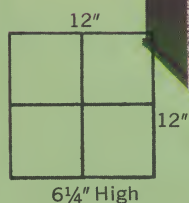
LAZY-SUSAN *catalog and book organizers*

Distinctively crafted of genuine imported hardwoods, these amazing new desk top space-savers revolve smoothly and silently on precision ball bearings.

Lazy-Susan Organizers can be placed on desk tops, files, credenzas, counters—just about anywhere you need an “information center”. Available in five popular styles, all ruggedly built to give you years of service. Felt-covered base prevents scratching.

Two hand-rubbed finishes:

Mediterranean Walnut or Salem Maple

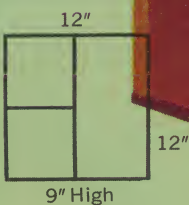


NO. 300—Four equal sections hold up to 20 average size books. For office or home. Shipping weight: 6 1/2 lbs.

\$19.95

NO. 200—Same as above, except that this model is 7 1/4 inches high and 16 inches square. Large enough to handle complete set of encyclopedias. Shipping weight: 10 lbs.

\$24.95

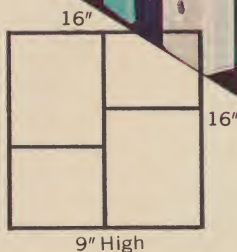
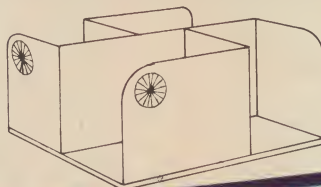


NO. 500—For home or office. Holds up to 14 books or catalogs in one large and two smaller sections. Shipping weight: 8 1/2 lbs.

\$19.95

NO. 400—Same as No. 500 except that it has two equal sections. Holds 8 to 12 catalogs and directories. Shipping weight: 8 1/2 lbs.

\$19.95

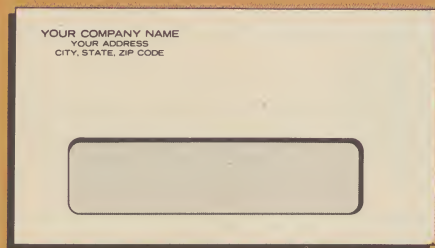


NO. 100—Ideal for the office with facing or double desks. Two large and two small sections hold up to 20 catalogs, reference manuals or directories. Shipping weight: 12 lbs.

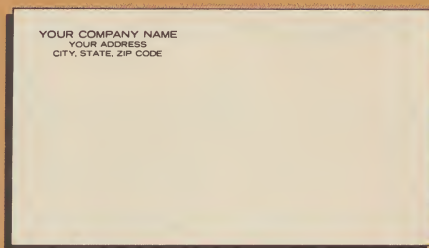
\$25.95

All prices F.O.B. Los Angeles.

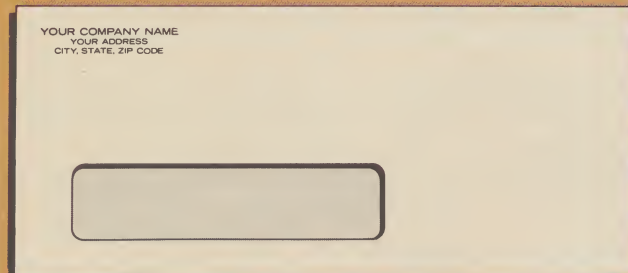
Basic All-Purpose ENVELOPES



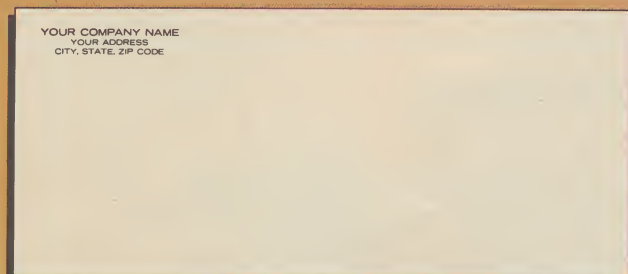
Style A



Style B



Style C



Style D

PRICES INCLUDE IMPRINTING

QUANTITY	STYLE A	STYLE B	STYLE C	STYLE D	STYLE E	STYLE F
500	\$ 6.35	\$ 5.25	\$ 7.75	\$ 6.75	\$ 9.85	\$ 8.75
1,000	11.10	9.50	13.75	12.60	14.80	12.85
2,000	17.85	16.25	23.80	19.85	27.10	21.60
5,000	41.25	36.50	54.25	48.00	59.50	49.75

In all the most-wanted styles and sizes.

Made of the finest 24 lb. white wove paper and imprinted in the corner with up to four lines of copy (black ink only) in our standard business type style. Packed 500 per box.

Style A — #6 3/4 Window (3 5/8" x 6 1/2")

Style B — #6 3/4 Regular (3 5/8" x 6 1/2")

Style C — #10 Window (4 1/8" x 9 1/2")

Style D — #10 Regular (4 1/8" x 9 1/2")

Style E — #10 Air Mail Window (4 1/8" x 9 1/2")

Style F — (not illustrated) #10 Air Mail Regular



Style E

Over 32,000
satisfied customers
coast-to-coast!



TAN KRAFT UTILITY ENVELOPES *Highest quality 28# tan kraft, available blank or imprinted.*

	Size: 4 1/2" x 10 3/8"		Size: 5" x 11 1/2"	
Quantity	Printed	Unprinted	Printed	Unprinted
500	\$12.10	\$ 7.95	\$13.00	\$ 8.85
1,000	19.50	13.80	21.30	15.60
2,000	35.50	25.05	39.10	28.65

OPEN END, GUMMED FLAP

	Size 6" x 9"		Size 9" x 12"		Size 10" x 13"	
Quantity	Printed	Unprinted	Printed	Unprinted	Printed	Unprinted
250	\$ 8.05	\$ 4.95	\$11.60	\$ 8.50	\$12.65	\$ 9.85
500	14.45	8.70	20.50	14.75	23.60	17.90
1,000	23.20	15.45	34.25	26.50	40.25	32.50

Write for Quotations in Larger Quantities

Make it easy to reply and you improve your chances of getting prompt action by at least 50%. These three special-duty envelopes are designed to do just that, whether you're after information, orders or remittances.

BUSINESS REPLY ENVELOPES

Two styles available, both at the same money-saving price. Be sure to designate which style you prefer; and if style B is desired, obtain a postal permit number from the postoffice (no charge) and include it with your order. Both styles are printed in black ink on 24 lb. white wove stock, size 3½" x 6". Slide easily into #6¾ envelope.

Style A

Style B

1,000 ... \$ 8.60
2,500 ... 19.75
5,000 ... 36.25
Packed 500 to box

Double-duty STATEMENT ENVELOPES

A unique, new billing method that speeds up collections. Consists of mailing envelope, statement and return envelope—all in one handy form. Write for free sample!

1,000 ... \$19.50
2,000 ... 36.75
5,000 ... 85.00

COLLECTION ENVELOPES

Four different kinds, each a different color. Since they incorporate a self-addressed reply envelope, they are doubly effective in getting remittances. Your name and other vital statistics are printed on both front and back.

500 ... \$13.50
1,000 ... 19.25
2,000 ... 34.00
(Minimum order: 500. You may assort any of the varieties shown in multiples of 250, 500, etc.)

So inexpensive any office can afford one!

COPYMATE *Portable Copy Machine*



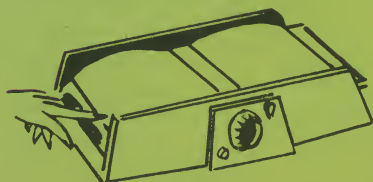
*Makes copies that rival expensive machines,
yet sells at a fraction of their price \$29.95*

2-Step Process is easy as A-B-C!

- 1. Expose.** Slip item to be copied between the pink top sheet and the white copy paper. Pull down the screen, set the auto-timer at about 30 seconds. Push the exposure button. The exposure light will go on and off automatically.



- 2. Develop.** Remove your original and place the pink top sheet and white copy paper on the developer plate. Pull down the screen and watch your copy develop before your eyes. When copy is developed to your satisfaction, remove from the developer, pull the pink sheet away, and your finished copy is ready.



Here's a portable dry copier, priced low enough to use at home, yet produces copies suitable for the most exacting office use. Copies anything: checks, leases, newspaper articles, even material from books and magazines.

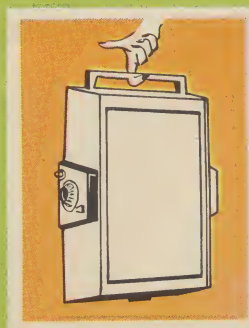
Without using messy liquids or chemicals, your copy is ready in less than one minute. It's quick, convenient, clean and copies are penny-cheap.

CopyMate is made in an attractive brown and gold color case of high impact plastic. Weighs a mere 7½ lbs. Convenient built in carrying handle. 110-120 v., 60-c, AC, UL listed.

CopyMate Copy Paper. White medium-weight copy paper with pink top sheets attached. Size 8 x 10".

20 sets in package **\$1.99**
33 sets in package **\$2.99**

Manufactured under license from the 3M Company.



When floor space is at a premium,
you'll appreciate this

FOLD-UP WALL DESK

Can be hung at stand-up or sit-down height. Closes flat against the wall (protrudes less than 3 inches) and pulls down easily, ready for use. Provides a generous 16" x 20" writing surface. Back is equipped with handy pockets for holding supplies. Heavy duty steel with washable baked-on enamel finish. Gray, green or beige. Mounting hardware included.

\$19.95



An absolute "must" in the small office

TAPESWITCH DOOR MAT CHIMES

Announces the arrival of every office visitor pleasantly, efficiently. Can be used exposed or under a rubber runner, floor mat, etc. Place it in your entryway. Pressure of 5 pounds or more will sound the melodic chimes. Uses ordinary 110V current. Kit includes 18" x 24" mat, dual note chimes, transformer, wire, and simple instructions.

\$24.95

(cocoa mat shown is for illustrative purposes only)

An amazing time and labor-saver!

DOUBLE-DUTY MAGIC MAILER

- Moistens and seals outgoing envelopes.
- Opens incoming mail 82% faster than by hand.

Simply pass envelopes through; they come out sealed. Built-in stamp wetter can also be used to moisten fingers for counting, collating, etc.

For incoming mail, just pull envelopes through the opener . . . they're automatically slit open. Safe, too, you can't cut yourself.

Lustrous chrome-plating. Measures only 3" x 5".

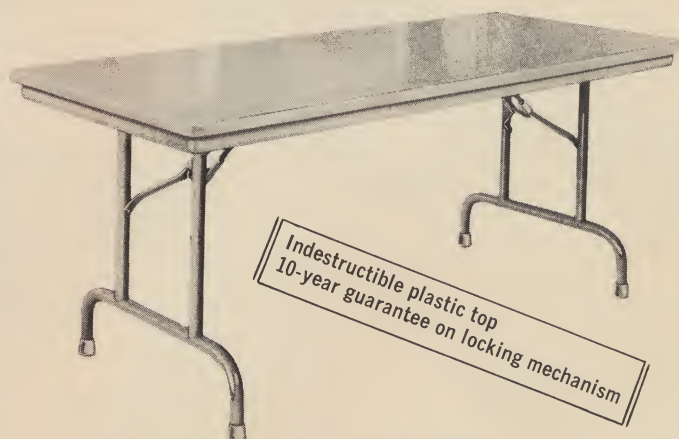
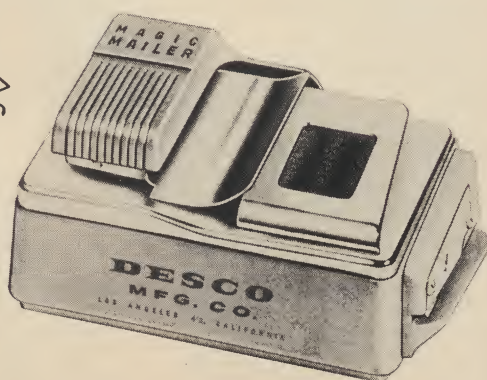
\$12.95



SEALS



OPENS

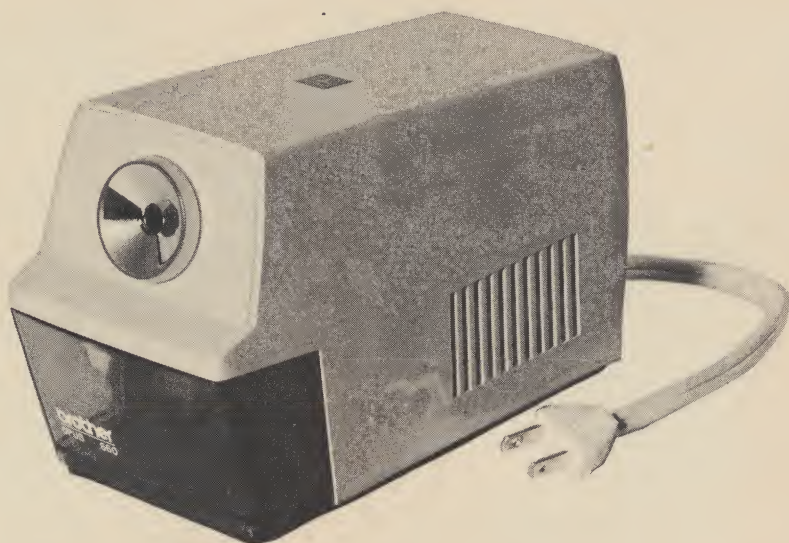


FOLDING TABLES

Ideal for lunchroom, mailroom, office or factory. Laminated plastic top* in your choice of walnut, natural birch, gray or tan linen finishes. One-inch tubular steel legs. Steel safety apron for extra strength. An exceptionally solid table that can fold up and store away when not in use.

Model No.	Length	Width	Shpg. Wt.	Price
6019	72"	30"	58 lbs.	\$29.95
6029	96"	30"	68 lbs.	33.95
6039	72"	36"	70 lbs.	33.95
6049	96"	36"	80 lbs.	38.95

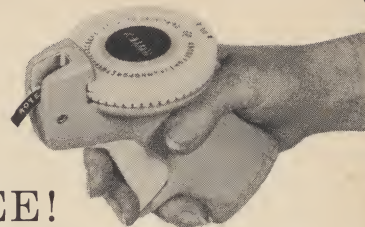
NOTE: All tables are packed two to a carton. For single orders add \$2.00 extra to above prices for repackaging. Easily assembled. All prices f.o.b. Mississippi. *For treated masonite top instead of plastic, specify "M" and deduct \$7.00 per table.



ELECTRIC PENCIL SHARPENER

Sharpens standard graphite or colored crayon pencils. You make your point automatically by inserting pencil; sharpening stops when point is needle-sharp. Large size translucent shaver receptacle. UL listed. Operates on AC, 110-120 volts. Fully guaranteed for one year.

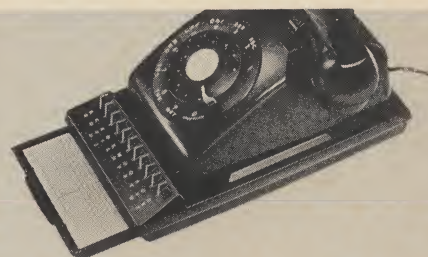
\$15.95



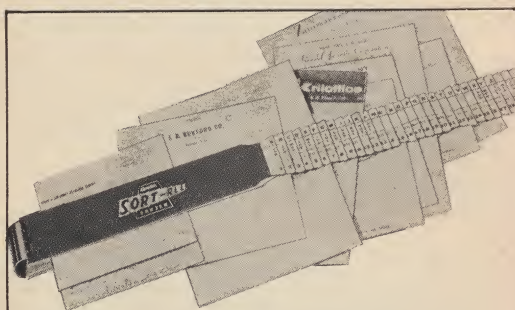
FREE! \$13.95 Rotex Labeler

...when you buy 10 rolls of tape. Identifies anything and everything; hundreds of uses in office or home. Tape colors: yellow, orange, black, red, blue, green, or gold. Prices below include FREE labeler.

1/2" tape	10 rolls \$16.50
3/8" tape	10 rolls 12.50
1/4" tape	10 rolls 10.00



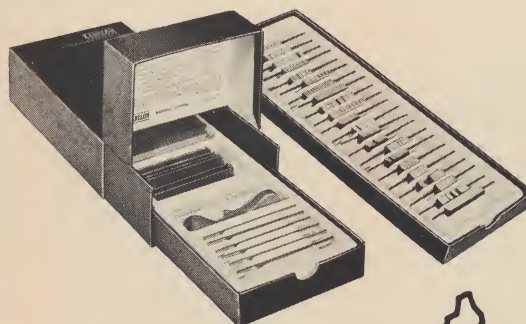
Under-phone index. Just a touch of the finger and those frequently called numbers are right in front of you. Sits under your phone so there's no wasted space. Accommodates up to 750 names, area codes and phone numbers. In black, white, beige or green**\$7.95**



SORT-ALL General Purpose Sorter. Useful in 101 ways for sorting, alphabetizing, etc. Perfect for cancelled checks, invoices, statements, messages, charge slips. Once you use it, you'll never be without it. Overall size: 21 1/4" x 2 1/4".

Each	\$ 4.50
3 for	13.00

**Across the street or across
the nation...Bill-A-Pak
is as close as your mailbox!**



Labelon Rubber Stamp Kit

Make your own rubber stamps in just one minute. Kit includes 180 characters alphabetically arranged, a one-line holder, a three-line holder, the handles, stamp pad, gummed identifying labels — all in one compact unit. Permits you to make hundreds of rubber stamps as you need them, without waiting.

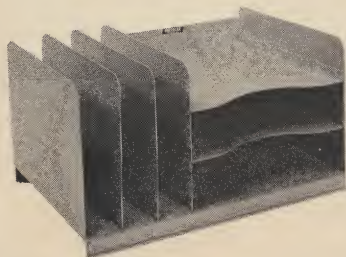
Labelon Kit, complete**\$9.95**

**Over 32,000
satisfied customers
coast-to-coast!**

SCRATCH PADS

Handy pads of good quality paper. Your choice of 3" x 5" or 4" x 6". 100 sheets per pad. (10 lb. box contains approximately sixty-five 3" x 5" pads or forty-two 4" x 6" pads.)

10 lb. box (either size)	\$4.25
25 lb. box (either size)	9.95



Sorting File. Helps you keep your desk neat and orderly. Index slot at bottom. Rubber feet protect desk surface. Steel construction, gray or beige.

8 3/4" x 16" x 1 1/4"**\$9.95**



You must be pleased...or your money back!

Here's an executive chair with
"living room" comfort **JUDGE'S CHAIR**

Wide, roomy extra deep seat cushions are 3" thick, resilient, yet firm. Extra high, button-tufted backs cushion you in supple 1½" foam. Handsome, durable aluminum frame with tilt-tension control adjusts to your personal comfort preference. Swivel base with free wheeling casters. Plyhide covering won't scuff or snag. Feels as soft and expensive as imported capeskin. Seven decorator colors to choose from: ebony black, chestnut brown, tan, green, gold, turquoise blue, or persimmon. Seat size: 22" x 18½", adjustable height.



(Shipped F.O.B. Alabama, shipping weight 65 lbs.) **\$79⁵⁰**



CAR DESK

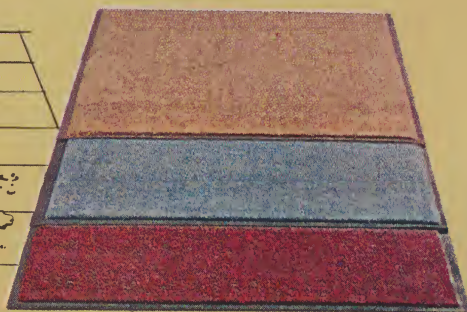
Now you can work or eat in your car or truck with all the conveniences of home or office!

All steel frame fits on the backrest of any car seat. Works equally well in front or back seat. Indestructible plastic desk top adjusts to any level...folds out of the way when not in use. Does not interfere when entering or leaving your car. Storage compartment under desk top measures 9½" x 10⅝" x ½". Wonderful for salesmen, servicemen, law officers, route men, etc.

MODEL NO.	SIZE		SHIPPING WT.	PRICE
	length	width		
MCD-1	20"	12"	8 lbs.	\$17.95



*Captures a
gallon of water per
square yard!*



DIPLO-MAT NYLON MATTING

Designed to resist the hard wear of commercial use. Removes moisture and dirt from shoes, yet dries quickly, preventing rot or mildew. Made of 100% nylon carpeting, permanently bonded to virgin rubber. Rubber underside hugs the floor; won't creep or slip. Colors: gold-brown, red-black, gray-black, blue-green, green-black. Please specify.

Model No.	Size	Ship. wt.	Price
340	3' x 4'	15 lbs.	\$19.95
350	3' x 5'	20 lbs.	24.95
360	3' x 6'	24 lbs.	29.95
460	4' x 6'	30 lbs.	39.95
480	4' x 8'	42 lbs.	49.95

(F.O.B. St. Louis, Missouri)

*saves time...space...
motion—increases
office efficiency*



DESK TOPPER

**HOLDS UP TO 200 LBS. OF
REFERENCE WORK — AT YOUR FINGERTIPS**

Here's the perfect answer to desk top clutter. Fidelity Desk Topper increases office efficiency... practically organizes your work for you. Makes a place at your desk for everything—puts everything in its place, right at your fingertips.

*Take advantage of our quantity
discount prices*

YOUR QUANTITY DISCOUNT SCHEDULE

Order 1 to 5 units	Net 30 days
Order 6 to 12 units	Deduct 5%
Order 13 or more units	Deduct 10%

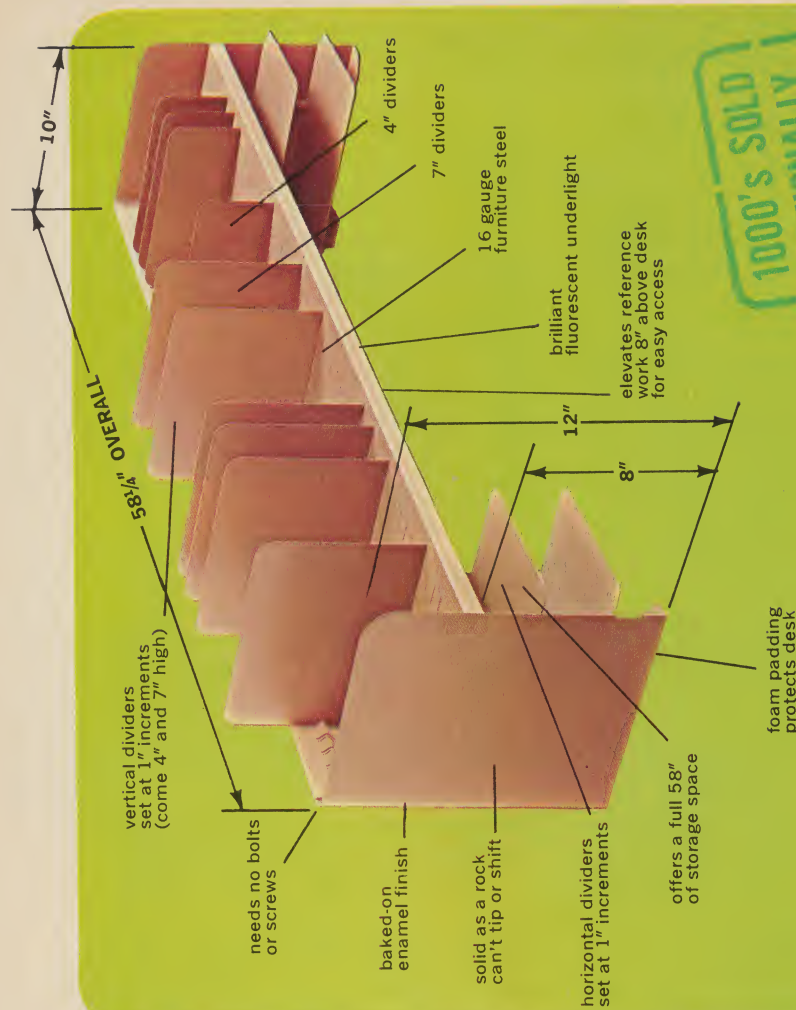
**Above discounts apply to any combination of Desk
Toppers you choose.*

**PICK A DESK TOPPER COLOR TO
MATCH YOUR OFFICE DECOR**

Colors are baked on. Won't fade—resist chipping
and cracking.



BEIGE GRAY MIST GREEN



**MODEL DT-1 DESK TOPPER
WITH EXTRA DIVIDERS
AND FULL PRIVACY BACK**

DESK TOPPER

Full desk-length organizer makes the tidiest desk you ever saw. Holds reference works, catalogs, special files, office forms, etc. Comes complete with three 7" and two 4" vertical dividers. Horizontal dividers for corner shelves are optional, cost extra. Full 16 gauge furniture steel construction. Foam rubber pads protect desk, prevent shifting. Tough, baked-on enamel finish.

STANDARD DESK TOPPER			DELUXE DESK TOPPER— WITH FLUORESCENT UNDERLIGHT		
Model	Specifications	Ship. Wgt.	Model	Specifications	Price
DT-1	58 1/4" x 10" x 12"	30 lbs.	DT-1L	58 1/4" x 10" x 12"	\$49.90
DT-1A	44 1/4" x 10" x 12"	25 lbs.	DT-1AL	44 1/4" x 10" x 12"	\$49.90
DT-1B	30" x 10" x 12"	15 lbs.	DT-1BL	30" x 10" x 12"	\$41.90
EXTRA DIVIDERS			Horizontal Dividers		
Vertical Dividers Model VD-1: 4" high, .80 ea. Model VD-2: 7" high, .90 ea.			Model HD-1: 8 1/2" x 11" \$1.00 ea. (not included with Desk Topper as shown) F.O.B. Minneapolis		

PIGEON HOLE DESK TOPPER

Versatility is the keynote of this desk organizer. The Pigeon Hole Desk Topper combines the flexibility of a horizontal sorter with permanent filing. Top deck features four sliding dividers that adjust to your exact requirements. Four fixed compartments in bottom shelf store work papers, letterheads, envelopes, and other important items within easy reach. Compact end section gives you four generous shelves... one with two special dividers for envelopes or small forms. Heavy gauge furniture steel construction.



Model	Specifications	Ship. Wgt.	Price
1 DO	Measures 47" x 93 3/8" x 18 3/8". Comes with 3 adjustable dividers on top deck, 3 fixed sections below.	38 lbs.	\$39.95
2 DO	Measures 58" x 93 3/8" x 18 3/8". Comes with 4 adjustable dividers on top deck, 4 fixed sections below.	48 lbs.	\$43.95

CHOOSE FROM TAN, GRAY OR MIST GREEN. Shipped Set Up — F.O.B. Minneapolis

TO ORDER PIGEON HOLE TOP-DECK DIVIDERS		
Model	Description	Price
PGD	Pigeon Hole Top-Deck Dividers	\$1.00 ea.

ORDER SAME COLOR AS YOUR DESK TOPPER



13 1/4" SHELF HEIGHT AFFORDS AMPLE ROOM UNDERNEATH

Handy, compact unit does the work of a horizontal file... correspondence separator AND catalog rack. Uncutters messy desks, saves space. Vertical and horizontal shelves move in one inch increments. Four steel dividers and horizontal shelves included. Heavy-gauge furniture steel construction.

COMPTROLLER

BEIGE,
GRAY
OR
MIST
GREEN

COMPTROLLER			FOR EXTRA COMPTROLLER DIVIDERS		
Model	Specifications	Ship. Wgt.	Model	Specifications	Price
FC-1	30" x 8" x 10"	30 lbs.	FCD-1	9 1/4" x 7"	.90 ea.
FC-1A	44 1/4" x 8" x 10"	35 lbs.	Order same color as your Comptroller		
FC-1B	58 1/4" x 8" x 10"	40 lbs.			

...a soft, glare-free light FLUORESCENT UNDERLIGHT

Contemporary, slim-line designed fluorescent light lasts ten times longer, gives over three times more light per watt than any incandescent light. A perfect work light or reading light for the office or home.



MOUNTS ON ALL
DESK TOPPERS

Underwriter's Laboratories Listed ■ G.E. Ballast & 15-watt Fluorescent Tube ■ Push-button Starter ■ Convenience Outlet ■ 6-Foot Power Cord ■ Removable One-piece Wrap-around Diffuser in White Plastic ■ 5" Wide, 18" Long, 1 1/4" Thin.

DOUBLE-EDGED TAPED FOR QUICK INSTALLATION

Model	Specifications	Ship. Wgt.	Price
FFL-3	5" x 18" x 1 1/4" In White Only	2 1/2 lbs.	\$9.95

Comes with tape and metal screw fasteners. Shipped F.O.B. Minneapolis

for accountants, bookkeepers, comptrollers, auditors

HI-TOP DESK TOPPER

Makes every desk a complete work-center in itself. Convenience shelf provides extra storage space up and out of the way, but at your fingertips. 13 1/4" shelf height (18" over-all) leaves ample room for business machines, on your desk. Unit comes with five vertical dividers — three 7" and two 4" dividers. Horizontal dividers cost extra. Optional Fluorescent Underlight, extra. Heavy-gauge furniture steel construction throughout.

BEIGE,
GRAY
OR
MIST
GREEN

STANDARD HI-TOP DESK TOPPER		
Model	Specifications	Ship. Wgt. Price
DT-2	58 1/4" x 10" x 18"	35 lbs. \$44.95
DT-2A	44 1/4" x 10" x 18"	30 lbs. \$44.95



RAIN-TOTE

Pocket pack emergency raincoat

Everyone can use a RAIN-TOTE when that unexpected downpour starts. Keeps you dry as the most expensive raincoats, yet costs as little as 20¢ each.

Salesmen find them great as door openers. They just tuck their calling card into the case and receive a royal welcome wherever they go. Small enough to fit into a ladies purse or the glove compartment of your car. Ideal for those odd jobs around the house: washing the car, bathing the family pet, painting, etc.

M-680 Of fine plastic in blue, yellow, clear. Large, medium and small sizes fit men, women and children.

Only **20¢** each
In lots of 48 doz. (115.20 per case)

4 dozen lots, **25¢** each
(\$12.00 per carton)

Sample dozen . . . **\$4.50**

Assorted sizes and colors: Blue, yellow and clear.

MAGAZINE FILES *a bright, cheery home for your magazines!*

- Six sizes fit over 7000 publications.
- Double-wall 200 lb. test corrugated fiber-board construction.
- 5" width holds a full year's publications.

For convenience, protection and good looks, you'll agree these Magazine Files are the greatest thing that ever happened to your magazines.

Come in six distinctive colors—one color for each size file to avoid confusion.

For sizes, see chart below.

TO ORDER MAGAZINE FILES:

Model No.	Color	Height	Length	Width	(inside dimensions)
MG-1	Yellow	8½"	5½"	5"	
MG-2	Red	9½"	6½"	5"	
MG-3	Brown	11½"	8¾"	5"	
MG-4	Green	12¾"	10¾"	5"	
MG-5	Blue	14½"	10½"	5"	
MG-6	Orange	16¾"	11¾"	5"	

QUANTITY PRICES:

1-10	\$1.75 ea.
11-25	\$1.50 ea.
26-50	\$1.25 ea.
51 or more	\$1.00 ea.

Magazine files come in one color per size, only. Minimum order four magazine files in same or assorted sizes.



PREMIUM GRADE

TRANSPARENT REPORT COVER

with "slide-n-grip" backbone...no punching required!

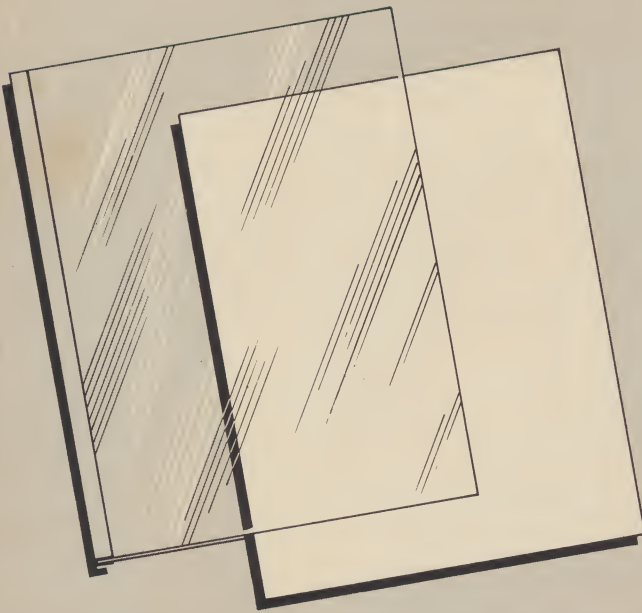
Here's the newest, smartest, most convenient report cover ever designed. Protects and beautifies those important presentations and reports while saving you time and money. Just slip pages into transparent cover, then slide backbone over the folded edge to hold pages securely. Takes sheets up to 8½" x 11"; easy to add and delete pages in seconds. Capacity: up to 35 sheets of 16 lb. bond paper.

Prices below include both covers and backbones.

50 sets.....	\$ 9.75
100 sets.....	17.80
500 sets.....	78.00

Backbone Colors: white, black, blue, green, yellow or red. We will ship assorted colors unless you specify one of the foregoing.

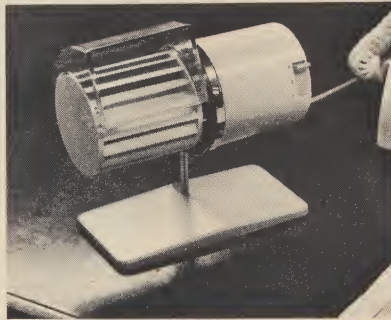
BACKBONES only. Colors as shown above or assorted.
100 for \$5.95 500 for \$18.75 1000 for \$29.50



DESK-TOP COOL AIR VENTILATOR

Delivers a steady, pleasant stream of air without any annoyance even if directed at face. Papers on desk won't blow away. Completely noiseless and free of vibration. Adjustable plastic hood alters air stream. Two speeds operating on A.C. Color: Two tone pearl gray and white.

Price.....\$17.95



Great for phone directories, catalogs, reference books!

THE NEW TELE-TABS

Find what you're looking for *fast*, without wasting precious minutes shuffling pages back and forth. Each set of TELE-TABS consists of 12 heavy-duty index sheets with built-in colored mylar letter tabs. Just strip off the protective film on the left edge of each sheet and affix into proper alphabetical position.

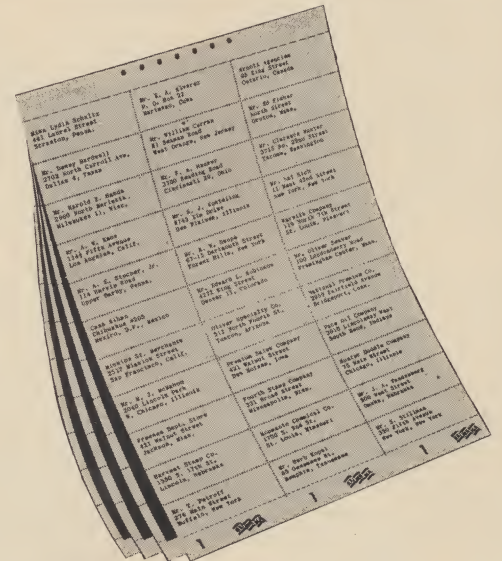
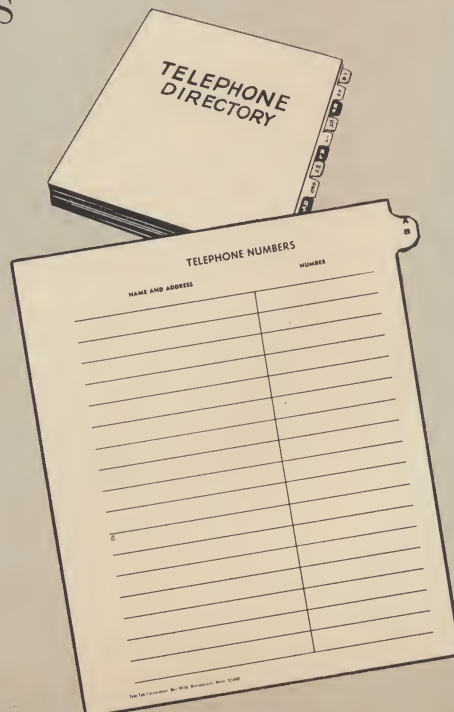
Model T-1: For books 9" x 11"

Model T-2: For books 9½" x 11"

Package of 3 complete sets...\$4.95
(Enough index sheets for 3 books)

3 pkgs. (9 sets).....\$12.75

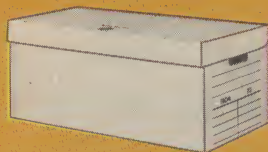
6 pkgs. (18 sets).....21.50



Multiple set, carbon-interleaved ADDRESSING LABELS

Gummed, perforated with 33 labels to page. Perfect for addressing a series of mailing pieces, periodicals or packages. Or affix them to 3" x 5" cards or file folders for record keeping. Your typist can do an average of 200 to 250 addresses an hour, making 2 to 5 copies at the same time. Each set consists of white gummed stock, interleaved with sheets of high quality one-time carbon. Sheet size: 8½" x 11⅝". 33 labels per sheet.

	Sets Per Box	Total Labels	Total Price
2 PART SETS:	250 500 1,000	16,500 33,000 66,000	Per Box \$13.75
3 PART SETS:	167 334 668	16,533 33,066 66,132	
4 PART SETS:	125 250 500	16,500 33,000 66,000	2 Boxes \$24.50
5 PART SETS:	100 200 400	16,500 33,000 66,000	
			4 Boxes \$44.95



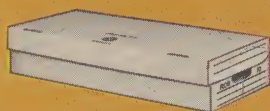
12" wide by 10" high by 24" long

FT-1 LETTER SIZE

Correspondence, office forms, customer records, manuals, magazines, standard 8½" by 11" size.

Quan.		Total
12	@ \$1.59	\$19.08
24	@ 1.55	37.20

Minimum order: 12



10½" wide by 4½" high by 24" long

FT-2 CHECK SIZE

Checks, vouchers, time cards, graphs, charts, blue prints, rolled illustrations.

Quan.		Total
12	@ \$1.29	\$15.48
24	@ 1.25	30.00

Minimum order: 12



8½" wide by 5½" high by 24" long

FT-3 INDEX SIZE

Index cards, freight bills, account cards, ledgers, delivery slips, microfilm tapes, etc.

Quan.		Total
12	@ \$1.29	\$15.48
24	@ 1.25	30.00

Minimum order: 12



12" wide by 10" high by 15" long

FT-4 LETTER-LEGAL SIZE

Used for letter size on 12" side, legal size on 15" side. Documents, medical charts, government forms.

Quan.		Total
12	@ \$1.19	\$14.28
24	@ 1.15	27.60

Minimum order: 12

FLIP-TOP *storage files**

One-piece, easy access files for inactive records storage. Reinforced to withstand the roughest treatment you can give them. Made of 200# white marbled corrugated; shipped flat, folds to a neat, compact storage file without tape, staples or special tools. (Min: 12 of one size)



10½" wide by 8½" high by 24" long

FT-5 INVOICES

Invoices and Ledger Sheets.

Quan.		Total
12	@ \$1.53	\$18.36
24	@ 1.50	36.00

Minimum order: 12



6¼" wide by 4¼" high by 24" long

FT-6 3x5 OR 4x6 CARDS

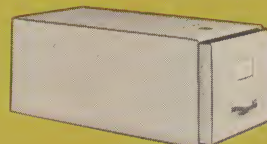
Quan.		Total
12	@ \$1.15	\$13.80
24	@ 1.10	26.40

Minimum order: 12

PULL DRAWER *transfer files**

Handy drawer-style files are perfect for all semi-active and permanent record storage. Combine space-saving stacking with instant access. Shipped flat, set up in seconds without tools. Built-in steel frame resists crushing. Drawers move smoothly, even when stacked to the ceiling. 200# white marbled corrugated, completely dust-tight. (Min: 6 of one size)

*All dimensions shown are inside measurements



12" wide by 10" high by 24" long

PD-1 LETTER SIZE

Correspondence, office forms, customer records, manuals, magazines, standard 8½" by 11" size.

Quan.		Total
6	@ \$3.10	\$18.60
12	@ 2.78	33.36

Minimum order: 6



10½" wide by 4½" high by 24" long

PD-2 CHECK SIZE

Checks, vouchers, time cards, graphs, charts, blue prints, rolled illustrations.

Quan.		Total
6	@ \$2.70	\$16.20
12	@ 2.38	28.56

Minimum order: 6



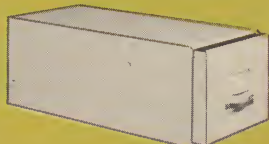
8½" wide by 5½" high by 24" long

PD-3 INDEX SIZE

Index cards, freight bills, account cards, ledgers, delivery slips, microfilm tapes, etc.

Quan.		Total
6	@ \$2.70	\$16.20
12	@ 2.38	28.56

Minimum order: 6



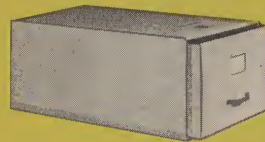
15" wide by 10" high by 24" long

PD-4 LEGAL SIZE

Legal documents, accounting forms, real estate forms, government applications, insurance papers, medical charts, etc.

Quan.		Total
6	@ \$3.60	\$21.60
12	@ 3.28	39.36

Minimum order: 6



10½" wide by 8½" high by 24" long

PD-5 INVOICE SIZE

Invoices and Ledger Sheets.

Quan.		Total
6	@ \$3.00	\$18.00
12	@ 2.68	32.16

Minimum order: 6



6¼" wide by 4¼" high by 24" long

PD-6 3x5 OR 4x6 CARDS

Quan.		Total
6	@ \$2.60	\$15.60
12	@ 2.28	27.36

Minimum order: 6

THE BILL-A-PAK CO.
2908 S. Emerson Ave.
Minneapolis, Minn. 55408

to the person
in charge of
buying
office supplies:

THEODORE H NELSON

BOX 1546
POUGHKEEPSIE NY 12601

If not deliverable, handle as provided by sec. 158.5B

BULK RATE
U.S. POSTAGE
PAID
Waseca, Minn.
Permit No. 47

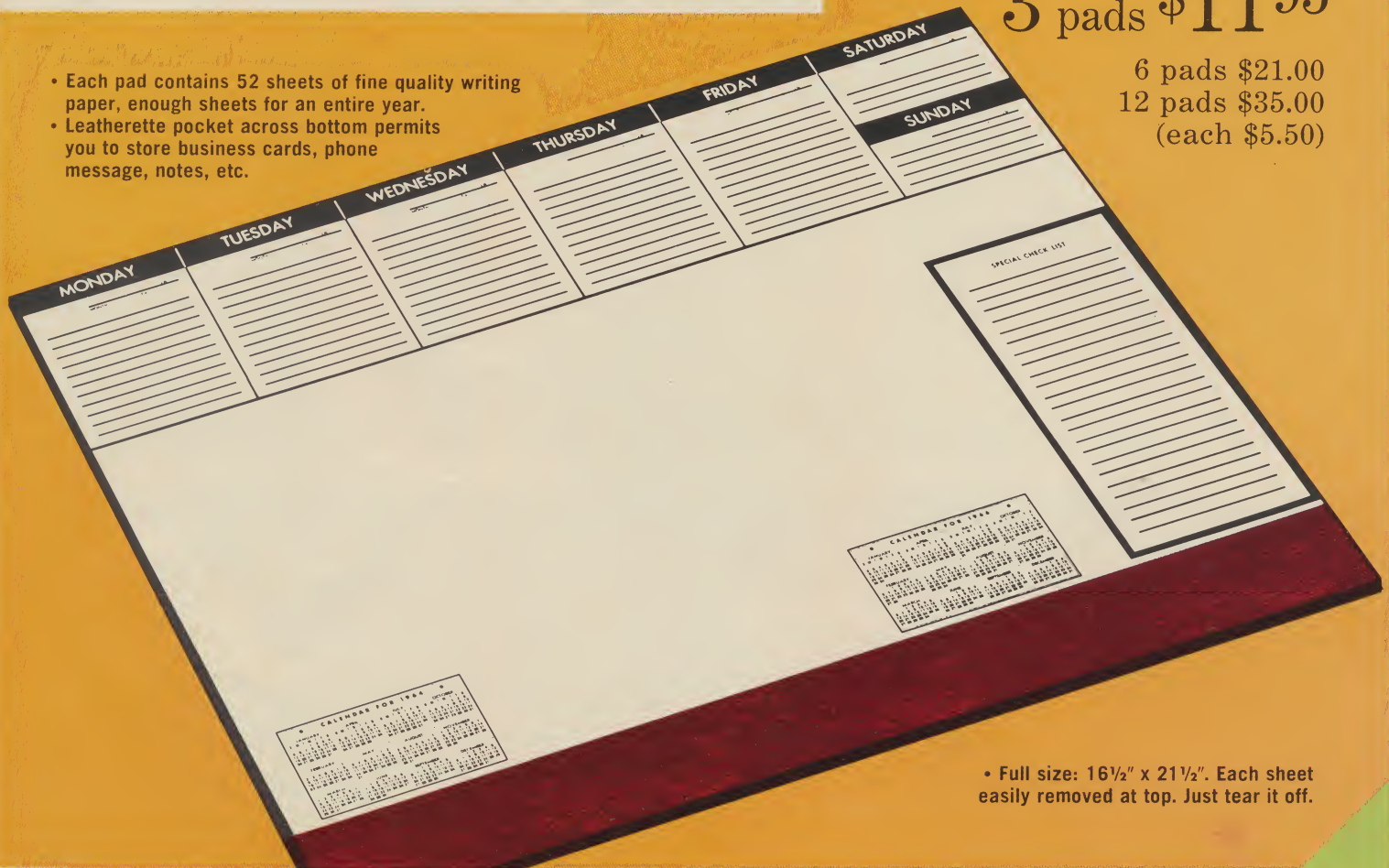
*Perfect for you...
equally great as a gift
to business friends*

DESK PAD ORGANIZER

3 pads \$11.95

6 pads \$21.00
12 pads \$35.00
(each \$5.50)

- Each pad contains 52 sheets of fine quality writing paper, enough sheets for an entire year.
- Leatherette pocket across bottom permits you to store business cards, phone message, notes, etc.

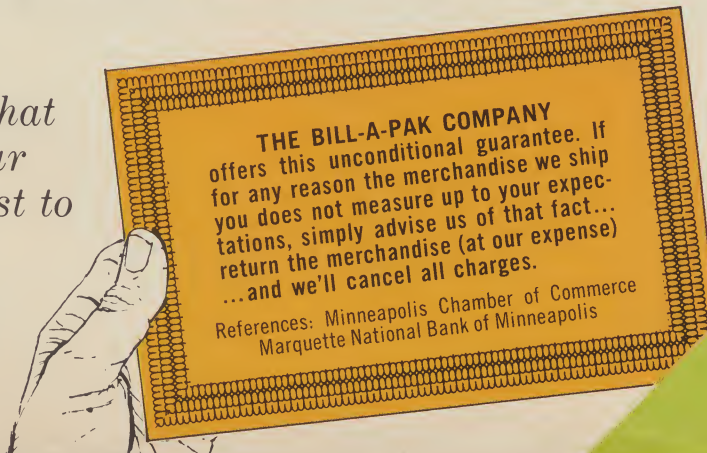


• Full size: 16½" x 21½". Each sheet easily removed at top. Just tear it off.

With a few exceptions as noted, all prices shown are F.O.B. Minneapolis

*Here's the
guarantee that
has built our
customer list to
its present*

**33,000
PLUS!**



The revolutionary
new \$29.95 copy
machine is here!

COPYMATE

(See page 14)



order
by
mail
today!

THE BILL-A-PAK COMPANY

2908 S. Emerson Ave.
Minneapolis, Minn. 55408

Phone Number: (For 3-Part Letters, Statements, etc.)

TSRQ
PONMLK
JIHGFE
DCBA

SOLD TO
NAME OF FIRM

ORDERED BY _____ TITLE _____ ORDER NO. _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SHIPPED TO (If Other Than Sold To) _____

QUANTITY	MODEL NUMBER	DESCRIPTION	COLOR	TOTAL

SHIPPING
COST

TOTAL

SIGN HERE ✓

1. All prices F. O. B. Minneapolis or as shown.
2. Have you ordered from us before? Yes ☐ No ☐
3. If your address has changed since your last order, give your old address.

4. Terms are net 30 days to D. & B. rated firms.

WHERE NECESSARY,
ATTACH IMPRINT INFORMATION ON SEPARATE SHEET

TEAR OFF HERE
(Send no money)

AVOID NEEDLESS DELAYS!
Be sure to supply full information when ordering
personalized or special items, such as name,
color, size, model number, etc.

BE SURE
TO USE THIS
FORM WHEN
ORDERING



Before you buy another file cabinet,
consider all the

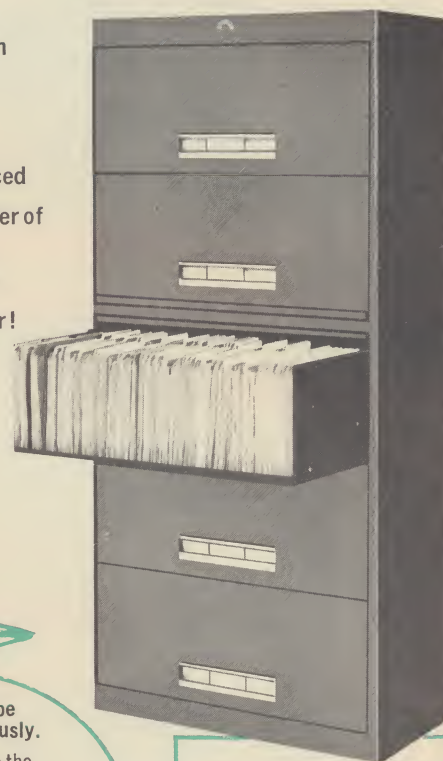
P-L-U-S

features of

LATERAL FILING



- Saves as much as 50% on floor space over usual drawer files
- Costs about 1/3 less
- Aisle space can be reduced
- Permits removal or transfer of old files in half the time
- Less chance of mis-files
- No maintenance . . . ever!



Roll-Out Shelf Conserv-A-File

Combines all the advantages of drawer files with the space-saving features of open files. With the model #3000 roll-out, no new folders are required! Just transfer your old ones right into place. Retractable doors expose the sides of the file folders as well as the top. Your aide can "spot the area" she seeks as she approaches the file, with resultant time savings of 20% to 35%. She can also insert or extract material without "pulling" the file. Further time is saved because folders may be returned without pulling out the drawer through the use of "out cards".

Model No. 3000 (letter size). Basic roll-out unit shown is five tiers high. Overall dimensions: 30"x17"x63 1/2". Two shelf dividers per opening. Posting shelf included. Label holder on each door. Stack-on units (No. 3100, No. 3200) are stationary shelf type. Seven beautiful colors: gray, mist green, desert sage, ice blue, charcoal, bone white, black.

All records may be
exposed simultaneously.

Open all doors once in the morning, close them at night. No time wasted during the day, opening and closing drawers. Moreover, with all records constantly exposed to view, everyone will take pride in keeping files neat and orderly, reducing chances for misfiling.

Model	Filing Cap. in inches	Without Gang Lock	With Gang Lock
#3000 (basic unit, 5 roll-out shelves)	140 1/2"	\$195.00	\$213.00
#3100 (basic unit #3000 plus one-tier stationary shelf stack-on)	169"	221.00	241.00
#3200 (basic unit #3000 plus two-tier stationary shelf stack-on)	197 1/2"	240.00	262.00

Shipped completely set-up. Allow 5-7 weeks for delivery.
All prices F.O.B. New York.

Also available: Model #4000 (legal size). Add 10% to prices above.

CORDUROY

"HAVE-DESK-WILL-TRAVEL" CASE



\$4⁹⁵
EACH



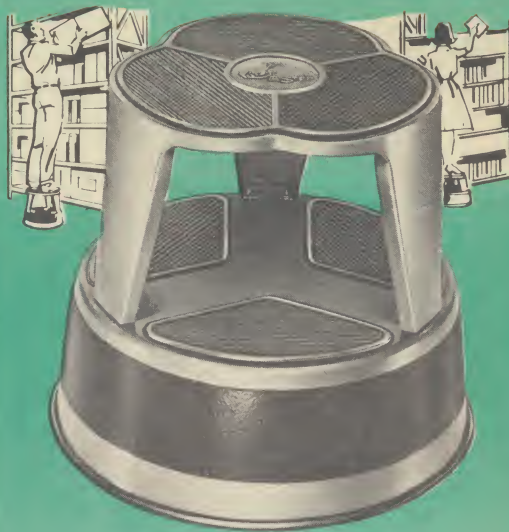
3 for \$13.50—6 for \$24.95

Looks like a portfolio . . . acts like a desk. Gives spread-out comfort, even on a lap. Built-in pen swivels up into writing position for easy note-taking. Spacious pockets hold almost a drawerful of papers. Entire case locks safely shut.

Cover: Corduro virgin vinyl, electronically sealed over stiff front and back boards. Ridge-embossed backbone for easy flexing. 3 vertical pockets, plus 2 pockets for business cards, calendar cards, stamps, memos. Polished metal lock. Comes with built-in swivel pen and ruled pad. Color: charcoal black. Individually gift boxed.

Size: 10 $\frac{3}{4}$ " x 14 $\frac{1}{2}$ " (closed)

IN LOTS OF 100 OR MORE, CORDUROY CASES CAN BE PERSONALIZED WITH NAME OF GIVER OR RECIPIENT. WRITE FOR DETAILS.



Everyone on your staff can be 14" taller with

Kik-Step[®] Safety Step Stool

Nothing to lift, carry around or set up. KIK-STEP can be used anywhere . . . moved anywhere at the touch of a toe.

The instant you apply weight to the platform, spring-loaded casters retract, rubber base ring grabs the floor and locks.

Step down . . . and it's ready to roll out of the way. You can step up or down safely, even with your arms full. All around bumper protects wall and equipment.

MODEL NO.	SIZE	COLOR CHOICE	SHIP WT.	PRICE
KS-1	14" Tall	Coppertan, Desert Sage, Mist Green, Silvertone Gray, Gray, Black	13 lbs. ea.	1 to 2 ea. \$14.95 3 to 5 \$13.95

FIRST CLASS
PERMIT NO. 4984
MINNEAPOLIS, MINN.

BUSINESS REPLY MAIL
No Postage Stamp Necessary if Mailed in the United States

Postage will be paid by

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2908 South Emerson Avenue
Minneapolis, Minnesota 55408

FIRST CLASS

The BILL-A-PAK Unconditional Guarantee:

TRY BEFORE YOU BUY!

You can order anything in this catalog on a 15-day free trial basis. If the merchandise does not measure up to your expectations, return it for full credit . . . and we'll pay the freight both ways.

Albert J. Stone
VICE PRESIDENT